

MINUTES

Montevallo City Council Work Session

July 11, 2022

5:30 p.m. at City Hall

Present: Mayor Rusty Nix, Council Member Lelia Mitchell, Council Member Kenneth Dukes, Council Member Sonya Swords, Council Member Martha Eisenberg; Council Member David King Absent. Quorum present.

Work Session called to order at 5:30 p.m. by Mayor Nix.

Discussion of New Business Items on Agenda:

Amendment to Article 11.03 R-2, Single Family District, City of Montevallo Code of Ordinances

Amendment of Article 12.03 R-4, Multiple Family District, City of Montevallo Code of Ordinances

Amendment to Section 2-292 (b) (1) of the City of Montevallo Ordinance Division 6, regarding the membership of the Historical Commission. Expanding the Commission from 7 to 9 members.

Questions: Council Member Mitchell – What is the reasoning for adding two additional members to the MHPC? Mayor Nix advised the MHPC has a lot of projects to complete within three years and he felt having two additional experienced members would assist in getting those projects completed.

Amendment to Section 2-296 (a) of the City of Montevallo Ordinance Division 6, regarding the creation of an Architectural Review Board. (DRC) - Councilwoman Lelia Mitchell deliberated on the previous seven citizens that disagreed and were in questions with the change of adding two additional members to the MHPC that were recorded in the minutes from June 27, 2022.

Mayor Nix Called for Committee Reports:

Mayor Nix called for Public Health & Safety: Mayor Nix called on Chief Davis for the Fire Department Report. Chief Davis reported for June there were 156 Calls and Total of 784 for the year. See Appendix 1.

Mayor Nix called on Chief Littleton for the Police Department Report. Chief Littleton reported there were 94 Reports in June and 555 Total Reports Year to Date. See Appendix 2.

Congratulations and comments were given to Police Chief Littleton, Fire Chief Davis and UM Chief of Police Alexander for coordinating the Memorial/Funeral Services for K9 Brad Johnson at the University of Montevallo Student Activity Center on July 8, 2022.

Mayor Nix called on Council Member Dukes for the Sustainability Report. Council Member Dukes advised there was no report from Kirk Hamby, Head of Public Works.

Mayor Nix called on Council Member Eisenberg for Recreation, Preservation and Community Development. Council Member Eisenberg called on Shane Baugh, Head of Parks and Recreation. Shane reported the concrete slab and plumbing is installed and framing should start this week on the Stephens Park Restrooms.

Mayor Nix called for Education, Arts, and Outreach. Council Member Mitchell called on Savannah Kitchens Parnell Memorial Library. Savannah reported there were 26 programs running in June along with statistics for Library participation. See Appendix 3.

Council Member Mitchell advised Sarah Hogan, Program Director Impact Montevallo could not attend Council and no written report was submitted.

Council Member Mitchell called on Julia Smith, MJCC Junior Mayor. Julia reported the MJCC is seeking new members and applications are on the MJCC website. Interviews will start in August.

Council Member Mitchell reported Montevallo Middle School registration will be on July 26. The University of Montevallo second term summer classes start July 11.

Mayor Nix called on Council Member Swords for reports on Finance, Economic Development & Tourism. Council Member Swords advised Courtney Bennett, Executive Director, Montevallo Main Street could not attend but did submit a written report that is in Council packets. See Appendix 4.

Council Member Swords reported Adele Nelson, Executive Director, Montevallo Chamber of Commerce is at Montevallo Farmers' Market and submitted a report in Council Packets. See Appendix 5.

Council Member Swords reported MDCD held a meeting today and there was discussion of ongoing projects: pricing repairs Orr Park creek bank restoration.

The next Finance Committee Meeting will be held on June 29 in Council Chambers.

Montevallo City Council Meeting

July 11, 2022

6:00 p.m. at City Hall

Pledge of Allegiance

Present: Mayor Rusty Nix, Council Member Lelia Mitchell, Council Member Kenneth Dukes, Council Member Sonya Swords, Council Member Martha Eisenberg; Council Member David King Absent. Quorum present.

Council Meeting called to order at 6 p.m. by Mayor Rusty Nix. All Council Members present. Council Member King absent.

Approval and or corrections of the Minutes 6.27.22 – Motion by Council Member Mitchell, second by Council Member Eisenberg, All Ayes, Motion passed.

Recognitions / Awards:

Opportunities for Citizens to speak to the Council:

Melinda Nix 686 Salem Road – Historic Preservation Commission (HPC) in support of change to HPC and Design Review Committee (DRC). Stated her qualifications to serve on HPC and highlighted her resume.

Greg Reece 1 Brookwood Drive – Apologized to Mrs. Nix for misinterpretation of his remarks. Opposes expansion of members on HPC.

Patricia Honeycutt Pineview Road – Why expand HPC? Why will more members make it more efficient.

Sherry Vallides 260 Crestview Circle – Supports Mrs. Nix’s statements. State codes say a minimum of seven members. Urged the Council to support the Mayor’s request to expand the HPC to nine members.

Steve Sears 170 Crestview Drive – Bulldog Bridge. Please withdraw whatever legal claim the previous administration had claiming the footbridge was owned by the City. Would like public announcement of the City not owning the bridge.

Kathryn King – Where can we store records from Catherine Legg. They have been given to the City. Question to Ms. King regarding the HPC by Council Member Swords.

Public Health & Safety (Police, Fire, Code Enforcement, Housing Abatement, Planning and Zoning) – Reported during Council Work Session.

Sustainability (Streets & Sanitation, Recycling, Arbor & Beautification, ValloCycle, Environmental Preservation Initiatives, and Historical Commission) – Reported during Council Work Session.

Recreation, Preservation and Community Development (Parks & Recreation, Youth Athletics, Trails, Annexations) – Reported during Council Work Session.

Education, Arts & Outreach (Schools, Library, UM, Boys & Girls Club, American Village, Sister City Commission, Artwalk, IMPACT) – Reported during Council Work Session.

Finance, Economic Development & Tourism (Finance, MDCD, IDB, Chamber, Main Street) – Reported during Council Work Session

Consent to Pay the Bills

Mayor Nix asked for a Motion to Pay the Bills. Council Member Dukes made a motion to pay the bills, second by Council Member Eisenberg, All Ayes. Motion passed.

New Business:

Second reading of the Amendment to Article 11.03 R-2, Single Family District, City of Montevallo Code of Ordinances. Motion to approve made by Council Member Eisenberg, second by Council Member Mitchell, All Ayes. See Appendix 6.

Second reading of the Amendment of Article 12.03 R-4, Multiple Family District, City of Montevallo Code of Ordinances. Motion to approve made by Council Member Dukes, second by Council Member Eisenberg, All Ayes. See Appendix 7.

Second reading of Amendment to Section 2-292 (b) (1) of the City of Montevallo Ordinance Division 6, regarding the membership of the Historical Commission. Expanding the Commission from 7 to 9 members. Motion to approve made by Council Member Eisenberg, second by Council Member Swords, Ayes 3, Nays 2: Council Member Dukes and Council Member Mitchell. See Appendix 8.

Second reading of Amendment to Section 2-296 (a) of the City of Montevallo Ordinance Division 6, regarding the creation of an Architectural Review Board. (DRC) Motion to approve made by Council Member Eisenberg, second by Council Member Swords, Ayes 3, 1 Nay Council Member Mitchell, 1 Abstain Council Member Dukes. See Appendix 9.

Old Business:

Board Appointments:

Other Business: City received one Bid for trash services. Council Member Dukes made a motion to rebid for trash services, second made by Council Member Mitchell, All Ayes. Motion passed.

Citizen Participation:

Joyce Lewis Reonda Lane – Spoke of Fund Raiser on July 23 from 11 am – 6 pm, Fish Fry for Dr. Cunningham’s Bench Fund.

Greg Reese 1 Brookwood Drive – Democracy works best in public when citizens are engaged properly.

C.P. Pierson 1131 Oak Street – Politics works best when things don’t seem right, doesn’t make it without suspicion or the appearance of something wrong.

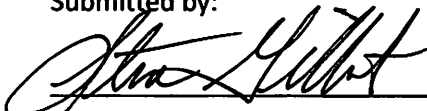
Patricia Honeycutt 320 Pineview Road – Speeding on road; 15 children live and play in the area. Please try to slow down traffic. Racing in the street has been witnessed firsthand.

Speed Sign (shows speed vehicles are doing) purchase request made by Mayor Nix.

Council Member Eisenberg addressed Council regarding 968 Main Street building advising in disrepair. Complaint from citizens. Have Code Enforcement to look into the matter.

There being no further business before the Council, Mayor Nix called for a Motion to Adjourn. Motion made by Council Member Eisenberg, Second by Council Member Dukes, All Ayes. Meeting Adjourned at 6:37 pm.

Submitted by:



Steve Gilbert
City Clerk / Treasurer

2022 Montevallo Fire And Rescue Events by Type

Report Date: 7/1/2022 From:1/1/2022 TO:6/30/2022

APPENDIX 1

		Jan	Feb	Mar	Apr	May	Jun	Total
ABDOMINAL		6	4	7	6	4	1	28
ADMIN	FIRE_SERVICE	0	0	0	0	1	0	1
ALARM	CARBMONOX	0	0	2	0	0	0	2
	FIRE_COMMERI	0	2	1	1	5	4	13
	FIRE_RESIDENTI	3	2	1	8	4	8	26
	MEDICAL	4	2	5	1	5	3	20
ALLERGIES		1	1	0	0	1	1	4
ALTERED		3	1	8	3	2	7	24
ANIMAL	BITE	0	0	2	0	0	0	2
ASSAULT		1	6	0	1	7	1	16
BACK		0	1	1	0	6	0	8
BLEEDING		5	1	2	10	2	5	25
BREATHING		23	8	9	10	11	7	68
CARDIAC	ADLT	6	3	2	1	3	2	17
	CHLD	0	0	1	0	0	0	1
	INFNT	1	0	0	0	1	0	2
CHESTPAIN		12	8	4	6	3	12	45
CHOKING	ADULT	1	0	0	0	0	0	1
	CHILD	0	0	0	1	0	0	1
	INFANT	0	1	0	0	0	0	1
DIABETIC		1	0	0	2	0	2	5
DROWNING		0	0	0	1	0	0	1

		Jan	Feb	Mar	Apr	May	Jun	Total
EXPLOSION		0	0	1	0	0	0	1
EXTREMITIES		9	6	12	4	5	6	42
EYE		0	0	0	0	1	0	1
FALL	STANDING	10	5	8	7	8	10	48
FD-ASSIST	AGENCY	0	1	0	0	1	1	3
	CHILD CAR	1	1	0	0	0	2	4
	LAW ENF	0	2	0	4	0	1	7
	LIFT	20	15	9	10	10	21	85
	MUTUAL	0	1	0	0	0	0	1
	PUBLIC	2	1	1	0	2	3	9
	TREE	0	0	2	0	0	0	2
FIRE	APPLANCE	0	2	0	2	1	0	5
	BRUSH	2	1	1	2	3	4	13
	COMPLAINT	0	0	0	0	1	0	1
	DUMPSTER	0	1	0	0	0	0	1
	STRUCTURE_CO	4	0	3	1	1	1	10
	STRUCTURE_RE	3	7	0	1	1	3	15
	TRANSFORMER	0	0	3	0	0	1	4
	VEHICLE	0	0	1	2	2	2	7
	NATURAL	0	0	0	1	0	2	3
	GENERAL	3	6	6	7	12	6	40
GUNSNOT	PERSON_SHOT	0	0	0	0	0	1	1
HEAD/NECK		2	1	4	0	3	2	12
HEADACHE		1	0	2	0	0	1	4
HEART		2	1	0	3	0	0	6

		Jan	Feb	Mar	Apr	May	Jun	Total
HEAT		0	0	0	0	0	2	2
LE-ASSIST	FIRE-EMS	0	0	0	0	1	0	1
LINES		0	0	1	0	0	0	1
MVC	CHECK_INJURIE	6	8	8	5	5	7	39
	PEDESTRIAN	0	0	0	0	0	1	1
	W_INJURIES	2	2	0	2	0	2	8
OB		1	0	0	2	0	3	6
ODOR	ELECTRICAL	0	0	1	0	0	1	2
	GAS	0	0	1	0	0	0	1
OVERDOSE		0	2	2	1	1	3	9
PERSON	DOWN	0	0	0	0	1	0	1
POISONING		1	1	0	0	0	0	2
SEIZURE		2	2	2	1	5	3	15
STROKE		6	3	0	2	0	4	15
SUICIDE		1	1	1	0	1	0	4
TEST		0	1	1	0	0	0	2
TORNADO_WAR		0	0	1	0	0	0	1
TRAUMATIC		0	1	1	0	0	2	4
TRESPASS		1	0	0	0	0	0	1
UNRESPONSIVE		5	3	5	6	6	8	33
Total		151	115	122	114	126	156	784

APPENDIX 2

	January-22	February-22	March-22	April-22	May-22	June-22	July-22	August-22	September-22	October-22	November-22	December-22	Total
Total Reports	93	103	92	88	85	94							555
Criminal Cases	62	80	57	57	61	70							387
Non-Criminal	31	23	25	27	24	24							154
Traffic Accidents	15	18	14	17	14	14							92
Traffic Citations	310	299	118	70	78	179							1054
DUI Arrests	9	7	7	5	6	2							36
Public Intox Arr	0	1	4	1	1	2							9
Alias Arrests	9	13	10	8	10	12							62
Juvenile Arrests	0	1	1	2	2	0							6
Misd Arrests	9	10	5	9	6	6							45
Felony Arrests	0	5	1	4	4	5							19
Total Arrest	31	37	28	28	29	28	0	0	0	0	0	0	130
Auto Thefts	0	0	0	0	0	0							0
Burglaries	0	0	0	0	0	2							2
Auto Recoveries	1	2	0	0	0	0							3
Auto Burglaries	2	2	3	2	2	2							13
Criminal Mischief	3	2	0	2	0	2							9
DV. Related	10	9	9	6	13	8							55
Assaults	2	4	4	2	5	4							21
Fraud/Forgery	0	1	0	1	1	2							5
Harass / Reck	3	0	4	2	3	2							14
Misc. Offenses	11	23	20	16	16	18							104
Robberies	0	1	0	0	0	0							1
Sex Crimes/Other	1	0	0	2	0	1							4
Thefts / Attempts	11	9	6	6	2	10							44
Suicide / Attempts	0	0	0	0	0	0							0
Deaths	0	0	0	0	0	0							0

PARNELL MEMORIAL LIBRARY

JUNE 2022

VISITS TO THE
BUILDING

2,463

ITEMS CHECKED
OUT

13,255

CITIZEN SAVINGS

\$241,578.75

PHONE CALLS

123

WIFI &
COMPUTER
SESSIONS

2,005

DATABASE
SEARCHES

861

PROGRAM
PARTICIPATION

621

PROGRAMS: 26

- 4 Mini Music Sessions
- 4 storytimes with Mr. Mac
- 1 tie dye craft
- 11 craft kits
- 4 movies
- 1 scavenger hunt
- 1 BookBox program

COMMUNITY
MEETINGS

25

FAX ATTEMPTS: 64
FAX SUCCESS: 11
SUCCESS RATE: 34%

PARNELL MEMORIAL LIBRARY

JUNE 2022

- Come see us every week at the Farmer's Market, where you can check out a book or sign up for a library card. We're bringing a different book selection each week, so don't miss out!
- Summer Reading Program is up and running and will last until July 15. It's not too late to start reading to win!
- Thursday, July 14 at 6:30 we're featuring DRUM the Program with an interactive musical experience for the whole family.
- We're in the midst of our Fine Free for the Summer promotion, lasting until July 15. Applies to children's items owned by the Parnell Memorial Library *only*, and does not apply to any other library in Shelby County.
- Make sure to sign up for Teen or Adult Summer Reading program to earn gift cards from C's, the Strand, and Sunshine Donuts



Report to City Council

July 11, 2022

APPENDIX 4

Updates

- Please mark your calendar for our next Friday Nights at the Cove on Friday, July 29, featuring country music by Twelve, sponsored by Alabama Public Television. This month's food truck will be Downeast Lobster Company. Music starts at 6:30 PM, and don't forget to bring your chair!
- This year, Montevallo Main Street will award three Façade Improvement Grants. The applicants who applied and were approved for this 50/50 matching grant are The Strand, El Agave, and the Flower Shop. Work is slated to be completed by September 30. Please join us in thanking these business and property owners for investing in downtown Montevallo!
- During our accreditation visit with Trisha Black, Assistant State Coordinator of Main Street Alabama, two weeks ago, we received overwhelmingly positive feedback on the efficiency and effectiveness of our Main Street program. This is due in large part to the support of our incredible volunteer base, and the support of our city leaders. Thank you for your ongoing support of Montevallo Main Street as we work to revitalize and promote our downtown!
- Finally, I'd like to remind you that our application for CO.STARTERS is now live. If you know someone who has a great idea and wants to start their first business, or a small business owner who wants to change directions and do something different with their business, this course could be a great starting point for them. The course will meet in-person for 9 weeks on Tuesday evenings from 6-9 PM at Stephens Hall on the UM campus, starting September 13, with a celebration to follow on Week 10. The cost this year is \$99/person.
 - More information about this program, including the application, can be found at this link: <https://www.cityofmontevallo.com/CO.STARTERS.aspx>

Respectfully submitted, Courtney Bennett, Executive Director

Chamber City Council Report

07/11/2022

1) **12th Annual Montevallo Farmers' Market** Mondays 3-6pm till Aug 15th is going great ! *Choose to Reuse your Bags Program* - stop by the Montevallo Monday Market to get your reusable bag

2) **July Montevallo Chamber Luncheon** Wed July 20 "*The Slice Story*" Guest Speaker: Jason Bajalieh, co-founder of Slice Stone Pizza & Brewhouse / Parnell Library with networking at 11:30am and lunch at noon \$12. ea. RSVP by Mon July 17 to 205-665-1519 or montevallochamber@gmail.com Luncheon Sponsor & caterer - Slice Stone Pizza & Brewhouse

3) **4th Tinglewood Festival**, organized by the Montevallo Chamber of Commerce, Montevallo Main Street, and the Montevallo Arts Collaborative as a signature event for the City of Montevallo, is scheduled for Sat September 10, 2022 from 9am -5pm
FB Event was posted Friday 7/8. Stay tuned for updates on Artisans, Activities, Sponsors and more!



Adele Nelson

Executive Director

Montevallo Chamber of Commerce

P.O. Box 270 Montevallo, AL 35115

205.665.1519 office

www.montevallocc.com



ZONING ORDINANCE AMENDMENT

ARTICLE 11. SECTION 11.03 R-2, SINGLE FAMILY DWELLING DISTRICT

Whereas, The purpose of the proposed amendment is intended to clarify the minimum required square footage for duplexes (two-family dwellings) within the R-2, Single Family Residential District. The amendment will increase the minimum lot size for two-family dwellings from 6,000 square feet to 12,000 square feet.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF MONTEVALLO, ALABAMA, AS FOLLOWS:

1. That the City Council of the City of Montevallo, as and for its governing body, hereby assents to increasing the minimum lot size for two-family dwellings from 6,000 square feet to 12,000 square feet in R-2, SINGLE FAMILY DWELLING DISTRICT. The Table and chart contained therein shall reflect such change and language to note Minimum Lot Area.

This amended ordinance shall become effective upon its passage and advertisement as provided by law.

Approved and adopted this day, July 11, 2022.)

Mayor Rusty Nix

Attest:

Steve Gilbert, City Clerk / Treasurer

I certify that the attached Ordinance 03282022-440, adopted by the Montevallo City Council on April 11, 2022, was pursuant to §11-45-8(b) of the *1975 Alabama Code*, posted in conspicuous places within the community:

1. Public Outdoor Bulletin Board, City Hall, 541 Main Street, Montevallo.
2. The City Shop, 445 Selma Road, Montevallo.
3. The Park and Recreation Building/Senior Center, Orr Park, 420 Vine Street, Montevallo.
4. The Parnell Memorial Library, 277 Park Drive, Montevallo, beginning July 12, 2022 and continuing for more than four weeks thereafter.

Steve Gilbert City Clerk / Treasurer



ZONING ORDINANCE AMENDMENT

ARTICLE 12. SECTION 12.03 R-4, MULTIPLE FAMILY DWELLING DISTRICT

Whereas, the purpose of the proposed amendment is intended to clarify the minimum required square footage for Duplexes (two-family dwellings) and remain consistent with changes made in other "Residential" districts by increasing the minimum lot size for two-family dwellings from 6,000 square feet to 12,000 square feet.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF MONTEVALLO, ALABAMA, AS FOLLOWS:

1. That the City Council of the City of Montevallo, as and for its governing body, hereby assents to increasing the minimum lot size for two-family dwellings from 6,000 square feet to 12,000 square feet in the R-4, MULTIPLE FAMILY DWELLING DISTRICT. The Table and Chart contained therein shall reflect such change and language to note Minimum Lot Area.

This amended ordinance shall become effective upon its passage and advertisement as provided by law.

Approved and adopted this day, July 11, 2022.)

Mayor Rusty Nix

Attest:

Steve Gilbert, City Clerk / Treasurer

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4. The Parnell Memorial Library, 277 Park Drive, Montevallo, beginning July 12, 2022 and continuing for more than four weeks thereafter.

Steve Gilbert City Clerk / Treasurer

Sec. 2-292. - Creation of a historic preservation commission.

- (a) **Creation of the commission.** There is hereby created a commission whose title shall be "City of Montevallo Historic Preservation Commission" (hereinafter "commission" or "city historical commission").
- (b) **Commission members: number, appointment, terms, compensation and rules and standards.**
- (1) The commission shall consist of ~~eight~~ (nine) members nominated by the mayor and appointed by the city council. All members shall be residents of the city and shall be persons, to the extent possible, who have demonstrated training or experience in history, architecture, architectural history, American studies, cultural geography, cultural anthropology, planning, archaeology, law, or other related historic preservation field or who shall be residents of a historic district.
 - (2) Members shall serve three-year terms. Members may be reappointed. Members shall not receive compensation, although they may be reimbursed for expenses incurred on behalf of the commission.
 - (3) Vacancies on the commission shall be filled by persons nominated by the mayor and appointed by the city council. Such appointments shall be for the unexpired term of the member replaced.
 - (4) Members of the commission shall elect a chairman and a vice-chairman and such other officer as the members deem necessary. The commission shall adopt rules of procedure and bylaws to govern its operations and shall communicate those rules of procedure and bylaws to the city council. The rules of procedure and bylaws of the commission shall specify what number of members of the commission constitutes a quorum.
 - (5) The commission shall have the flexibility to adopt rules and standards without amendment to this division.
- (c) **Commission meetings, minutes and public participation.**
- (1) All meetings of the commission must be publicly announced monthly and be open to the public. Commission meetings must occur at regular intervals. Public notice must be provided prior to any special meetings.
 - (2) Minutes of all decisions and actions of the commission including the reasons for making these decisions must be kept on file and available for public inspection.
 - (3) All decisions of the commission shall be made in a public forum and applicants must be given written notification of the commission's decision.
 - (4) The rules of procedure adopted by the commission must be available for public inspection.
 - (5) During the process of reviewing properties for nomination to the National Register, the commission must provide opportunity for public comments.
- (d) **Statement of the commission's power.** The commission shall be authorized to:
- (1) Prepare and maintain an inventory of all property within the city having the potential for designation as historic property;
 - (2) Recommend to the city council specific places, districts, sites, buildings, structures, or works of art to be designated by ordinance as historic properties or historic districts;
 - (3) Review applications for certificates of appropriateness and grant or deny same in accordance with the provisions of this division;
 - (4) Recommend to the city council that the designation of any place, district, site, building, structure, objects or work of art as a historic property or as a historic district be revoked or removed;
 - (5) Restore and preserve any historic properties acquired by the city or acquired by the commission;
 - (6) Promote the acquisition by the city of facade easements and conservation easements;

- (7) Develop and conduct educational programs on historic properties located within the city and on general historic preservation activities;
 - (8) Make such investigations and studies of matters relating to historic preservation, and employ historic preservation experts, as the city council or the commission itself may, from time to time, deem necessary or appropriate for the purposes of preserving historic resources.
 - (9) Seek out local, state, federal and private funds for historic preservation, and make recommendations to the city council concerning the most appropriate uses of any funds acquired;
 - (10) Perform historic preservation activities as the official agency of the city historic preservation program;
 - (11) Employ persons, if necessary, to carry out the responsibilities of the commission;
 - (12) Receive donations, grants, funds or gifts of historic property;
 - (13) Purchase, sell, contract to purchase, contract to sell, own, encumber, lease, mortgage and insure real and personal property in carrying out the purposes and responsibilities of the commission. The commission shall not obligate the city without prior consent;
 - (14) Review and make comments to the state historical commission concerning the nomination of properties within its jurisdiction to the National Register of Historic Places;
 - (15) Investigate, survey and process nominations of properties to the National Register of Historic Places;
 - (16) Investigate, survey and process applications for certification of historic properties for tax credits for preservation expenditures;
 - (17) Participate in private, state and federal historic preservation programs and with the consent of the city council, enter into agreements with the same to perform historic preservation related functions.
- (e) Annual reports of the commission's activities. The commission shall prepare and file with the city council and with the state historical commission, an annual report of its activities as required by the city council and the state historical commission. The annual report shall cover the period from October 1 to September 30 and shall be submitted in October of each year. The report shall include such items as the number of cases reviewed, historic district and property designations made, revised resumes of commission members/staff, appointments to the commission, attendance records and all minutes relating to the review of National Register nominations. The report shall document attendance at the orientation/training session as specified in subsections (h) and (i) of this section.
 - (f) Conflict of interest. At any time the commission reviews a project in which a member of the commission has ownership or other vested interest, that member will be forbidden from presenting, voting or discussing the project, other than answering a direct question.
 - (g) Records of commission meetings. A public record shall be kept of the commission's resolutions, proceedings and actions.
 - (h) Responsibilities of commission members. Each commission member and anyone serving the commission in a technical/professional staff capacity is required to attend at least one and recommended to attend at least two informational or educational meetings per year pertaining to historic preservation. Such meetings may include those sponsored by the state historical commission, board of advisors, the National Trust for Historic Preservation or a local preservation organization. One of the two should be a regional or statewide meeting.
 - (i) Liaison between the commission and the state historic preservation office (Alabama Historical Commission). Should the city council elect to become a certified local government, the city council shall designate a paid member to the city's staff or a person working under contract as a source of technical/administrative/professional assistance to be responsible for the operations of the commission in keeping with the requirements of certification for participation in the certified local government program. At least one member of the commission and/or the person serving as the

commission's technical staff, and/or a representative appointed by the mayor who has an ongoing relationship with the commission, will attend the state certified local government orientation/training session sponsored by the state historical commission each year.

(Code 1982, § 8-403; Ord. No. 07D, § 1(8-403), 4-9-2007)

Sec. 2-296. - Creation of an architectural review board.

- (a) **Creation of the board.** The city council may elect to create an architectural review board (DRC), hereinafter called the board, to perform the duties and responsibilities of the commission in accepting, considering and approving or rejecting applications for certificates of appropriateness, ~~as set out in section 2-294.~~—except for those related to designated historic structures or structures within a designated historic district.
- (b) **Board members; number, appointment, terms, compensation, officers, rules, and regulation.**
- (1) If such board is created, it shall be composed of not less than five members who shall have demonstrated training or experience in the fields of history, architecture, architectural history, urban planning, archaeology or law. Members of the board need not be residents of the city. No member of the city council or the mayor shall serve as members of the board. Members of the board shall be nominated by the mayor and appointed by the city council. Except for the original members of the board, members of the board shall serve three-year terms and shall be appointed in such manner as to serve overlapping terms. Members of the board may be reappointed.
 - (2) Members of the board may be removed for cause by the city council.
 - (3) Vacancies on the board shall be filled by persons nominated by the mayor of the city and appointed by the city council. Such appointments shall be for the unexpired term of the member replaced.
 - (4) Members of the board shall elect a chairman and vice-chairman and such other officers as the members deem necessary. The board shall adopt rules of procedure and shall communicate those rules of procedure to the city council and mayor. The rules of procedure of the board shall specify what number of members of the board shall constitute a quorum.
 - (5) Members of the board shall serve without compensation, but may be reimbursed for reasonable expenses incurred on behalf of the board, in accordance with the rules and regulations for the reimbursement of expenses adopted by the board.
 - (6) The board may employ such professional, technical, office and other personnel, as may be necessary, to carry out the purposes and responsibilities of the board.
 - (7) Meetings of the board shall be public meetings and shall be held at designated times and places as are specified in the city council's resolution creating the board.
 - (8) If, in the opinion of the city council, the work load of the board is, or is contemplated to be, excessive, the city council may create more than one board, and designate the historic properties and historic districts with which each board will be concerned. Each historic property and each historic district designated by the city council shall be subject to the control of only one board. Each such board created shall have all of the powers and authority ~~set forth~~ in this division with respect to the historic properties and historic districts with which it is concerned.

(Ord. No. 07D, § 1(8-408), 4-9-2007)